



# SOUTHWEST AREA INTERAGENCY FIRE RESTRICTIONS AND CLOSURES TOOLBOX



# Table of Contents

1. Introduction.....	1
A. Audience.....	2
B. Interagency Coordination.....	2
C. Update.....	2
2. Roles and Responsibilities.....	3
A. Southwest Area Restriction/Closure Coordinator.....	4
B. Agency Administrator / Tribal Leader.....	4
C. Fire Management Officer.....	4
D. Public Affairs Officer.....	4
E. Law Enforcement.....	4
3. Indicators for Fire Restrictions and Closures.....	5
A. Preparing Fire Restrictions and Closures.....	9
B. Energy Release Component (ERC) Indicators.....	9
4. Progression of Restrictions and Closures.....	15
A. Potentially limited activities.....	16
B. Size and Scope of Restrictions and Closures.....	16
C. Length of Time.....	18
D. Closures.....	18
E. Exemptions.....	18
F. Rescinding Fire Restrictions and Closures.....	18
5. Developing an Order.....	19
6. Coordination and Communication Strategies.....	21
A. Pre-decisional Coordination.....	22
B. Post-decisional Communication.....	31
7. Implementation.....	33

## CHARTS

1. Energy Release Component Graph.....	11
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## EXHIBITS

A. Restriction and Closure Decision Checklist.....	7
B. Potential Internal and External Contacts.....	23
C. Sample Communication Plan.....	26

## FIGURES

1. Southwest Area Predictive Services Areas.....	10
2. “Monsoon” Start Date.....	14

## TABLES

1. Energy Release Component Value (G-Model).....	12
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LIST OF PREPARERS.....	35
------------------------	----

## AGENCY/TRIBAL APPENDICES

A. Authority and Policy.....	36
B. Roles and Responsibilities.....	60
C. Local Agreements.....	63
D. Key Contacts.....	64
E. Closure and Restrictions Approved Templates.....	65
F. Exemptions and Authorized Activities.....	83
G. Sample Entry/Activity Authorization Process.....	88
H. Sample Letters.....	91
I. National Recreation Reservation Service.....	96
J. Signing Examples.....	105

# 1. INTRODUCTION

*The purpose for this guide, target audience, interagency coordination, and update.*

# 1. INTRODUCTION

The Southwest Strategy Regional Executive Committee requested development of an interagency fire restriction and closures procedures plan. The USDA Forest Service developed the first Southwestern Fire Restrictions and Closures Toolbox in April 2003. The success of the original Toolbox prompted the development of an interagency format. The value of this toolbox is increased efficiency and consistency when considering fire restrictions and/or closures. This toolbox assists Southwest Area agency administrators and tribal leaders to develop and implement fire restrictions and/or closures.

The purpose of this document is to:

- Develop guidance for the Southwest Area to address fire restrictions and closures.
- Provide a framework that provides consistency for fire restrictions and closures.
- Provide guidance for agency administrators who develop and implement fire restrictions and closures.
- Provide all restriction/closure information on the Southwest Coordination Center website.
- Facilitate strong interagency and intra regional coordination and communication.
- Provide a working model of a communication plan.
- Discuss enforcement of fire restrictions and closures.

Consistency and coordination will encourage public acceptance, understanding, and compliance with restrictions and closures. Communication of clear, consistent messages to the public, forest and recreational users, partners, other agencies, and our own employees will eliminate the confusion that can be associated with the restriction process.

## A. Audience

The principal audience for this toolbox is agency administrators and their staffs involved in the restriction process. It will provide insight into the scientific parameters that drive the fire restriction process. It will help to efficiently develop orders, implement restrictions and closures, and help the public understand the rationale and effects of fire restrictions and closures.

## B. Interagency Coordination

Cooperating federal, state, and local agencies will benefit from a common procedure for fire restrictions and closures; especially when their jurisdictional boundaries overlap in the restriction process. The goal is to coordinate with interagency partners and cooperating agencies to develop common processes when possible. It is the responsibility of each agency administrator to work with his or her key cooperators and partners.

## C. Update

The Southwest Coordination Group (SWCG), Prevention and Information Subcommittees will review this document annually. If agencies or tribes would like to add or modify their appendix materials, the information can be sent to the Southwest Area restriction/closure coordinator via email at: [swa\\_restrictions@yahoo.com](mailto:swa_restrictions@yahoo.com) or fax to: (505) 842-3801.

## **2. ROLES and RESPONSIBILITIES**

*Southwest Area Restriction/Closure Coordinator,  
Agency Administer/Tribal Leader, Fire Management  
Officer, Public Affairs Officer, and Law Enforcement*

## **2. Roles and Responsibilities**

### **A. Southwest Area Restriction/Closure Coordinator**

- Reports to the Southwest Coordination Center (SWCC) director and collects restriction, closure, and rescission information from all units.
- Receives restriction, closure, and rescission information at: [swa\\_restrictions@yahoo.com](mailto:swa_restrictions@yahoo.com) and posts information on the SWCC Web Site.
- Describes the format needed to post maps and documents on the SWCC Web Site.
- Coordinates with the SWCG Information Committee to provide current information for the 1-877-864-6985 toll free restrictions and closures information line.

### **B. Agency Administrator or Tribal Leader**

- Is responsible for making closure, restriction, and rescission decisions for their unit.

### **C. Fire Management Officer**

- Monitors conditions on the unit, including the energy release component.
- Coordinates within their fire management geographic area prior to making recommendations for restrictions, closures, and rescissions.
- Recommends restrictions, closures, and rescissions to the agency administrator or tribal leader.

### **D. Public Affairs Officer**

- Prepares communication plan; if one is needed.
- Coordinates with other agencies, tribes, and interested public.
- Communicates restriction, closure, and rescission information and provides SWCC restrictions coordinator with electronic copy of restriction, closure, or rescission map.

### **E. Law Enforcement Officer**

- Prepares closure decision order and ensures proper posting of document.

### **3. INDICATORS FOR FIRE RESTRICTIONS and CLOSURES**

*Preparing Fire Restrictions and Closures, Energy  
Release Component (ERC) Indicators, Southwest  
Area Predictive Services Areas figure, ERC Graph,  
ERC Table, Monsoon Start Date Figure, and  
Restriction and Closure Decision Checklist*

### **3. Indicators for Fire Restrictions and Closures**

This section includes five criteria that should be used when considering restrictions/closures. The first criterion is quantitative and based on weather and burning conditions. The remaining four are more subjective and allow for broad discretion by the agency administrator or tribal leader considering local conditions and issues. Refer to your agency or tribal management plan for additional guidance and information. Refer to Exhibit A for a list of questions to consider when contemplating fire restrictions or closures.

1. Energy Release Component and 10-day Energy Release Component (ERC) forecast. Further guidance on these criteria is found in Table 1, page13.
2. Risk to firefighters and public safety.
3. Ongoing fire activity (number and size of fires) and suppression resource availability, including incident management teams.
4. Social, political, and economic impacts.
5. Increase or decrease in recreation use.

# **Exhibit A**

## **Restriction and Closure Decision Checklist**

The following are questions to be considered when contemplating a fire restriction and/or closure. The factors that form the basis for the decision should be documented.

### **What is at risk?**

- Public safety
- Public and private property
- Natural resources

### **What are you trying to achieve?**

- Reduced human caused starts
- Public and firefighter safety
- Are there other ways of achieving your objectives?

### **Are adequate fire resources available?**

- Is there the ability to effectively handle initial attack?
- Are there enough engines, air tankers, helicopters, crews, etc., available?
- Are there enough Incident Management Type I and II teams available?

### **What is the predicted weather for the next several weeks?**

- Will there be high winds of long-term duration?
- Will there be low relative humidity during the day and poor nighttime recovery?
- What are the expected temperatures (maximum/minimum); will there be minimum nighttime temperatures higher than 50° F?
- What are the lightning predictions?

### **What is the daily fire occurrence situation?**

- Are there multiple starts?
- Are fire occurrences and associated control problems increasing or decreasing?
- Are the daily fire starts more attributable to human cause or lightning/natural causes?

**Is an increase/decrease in recreational visitor days, i.e., holidays and special events, expected?**

**What are the socio-economic considerations?**

- Will there be direct and cumulative impacts on rural economies, tourism, and authorized permittees?
- Has the right message been given to the public and other stakeholders to establish groundwork for restrictions/closure?
- Is it possible to minimize effects on the local community and users while achieving desired objectives?
- What is the wildland urban interface complexity?
- What is the public desire for recreation opportunities and events?

**What actions are being taken by surrounding land managers and by local, state, or tribal authorities?****What direction is in the land management plan for the affected area?**

- Are there research natural areas or other special interest areas that may be affected?
- Are there wilderness or wild and scenic rivers that may be affected?

**What is the workload associated with restrictions and closures?**

- Will the workload associated with fire closures compete with fire management?
- Are personnel available to assist some users, such as outfitter/guides, who may ask for assistance in moving their operations to areas of lower or no restrictions?
- Will refunds or fee reductions be appropriate for reservations, and certain uses and contacts?
- Are personnel available to provide public information and post the order on the ground and on the Internet?
- Are there adequate personnel for patrol and enforcement?

**Will the restrictions/closure be enforceable?**

- Is law enforcement involved early in the consideration of a restriction or closure?
- Will entry/activity permits be issued, and if so, in what situations and under what conditions?
- Is consistent and highly visible signage available?
- Is there a common goal with state & local agencies, adjacent national forests, and interior units?

**Are there preparations for the next phase, whether that would be a higher level of restriction, closure, or rescission of an order?**

## **A. Preparing Fire Restrictions and Closures**

Agency administrators and tribal leaders are responsible for creating or modifying their restriction/closure orders. - Appendix E contains agency/tribal templates to be used when developing a restriction or closure order. It is important to avoid making changes when there is a likelihood that the restriction or closure will need to be re-imposed in the foreseeable future.

To facilitate consistency across the Southwest Area, enacting restrictions is triggered by gradual drying trends tracked by area wide weather stations and the use of the Energy Release Component (ERC) tables (Table 1).

## **B. Energy Release Component Indicator Recommendations**

The Southwest Area Predictive Services Group located in the Southwest Interagency Coordination Center developed the sample ERC threshold recommendations (for fuel model G only) which are displayed in Table 1. The ERC is generated using Fire Family Plus and the National Fire Danger Rating System. It is based on the estimated potential available energy released per unit area in the flaming front of a fire and is especially useful for correlating existing conditions against long-term records.

The Predictive Services Group also delineated fourteen "Predictive Services Areas" (PSA's) as shown in Figure 1. The PSA's were defined primarily by topography and diurnal weather patterns. Fire weather data and fire history from each PSA was used to develop the values in the ERC table. This included all days from April 1 to July 31, from 1975 to 2002. Only fires of 100 acres or larger were used for the analysis during this time frame.

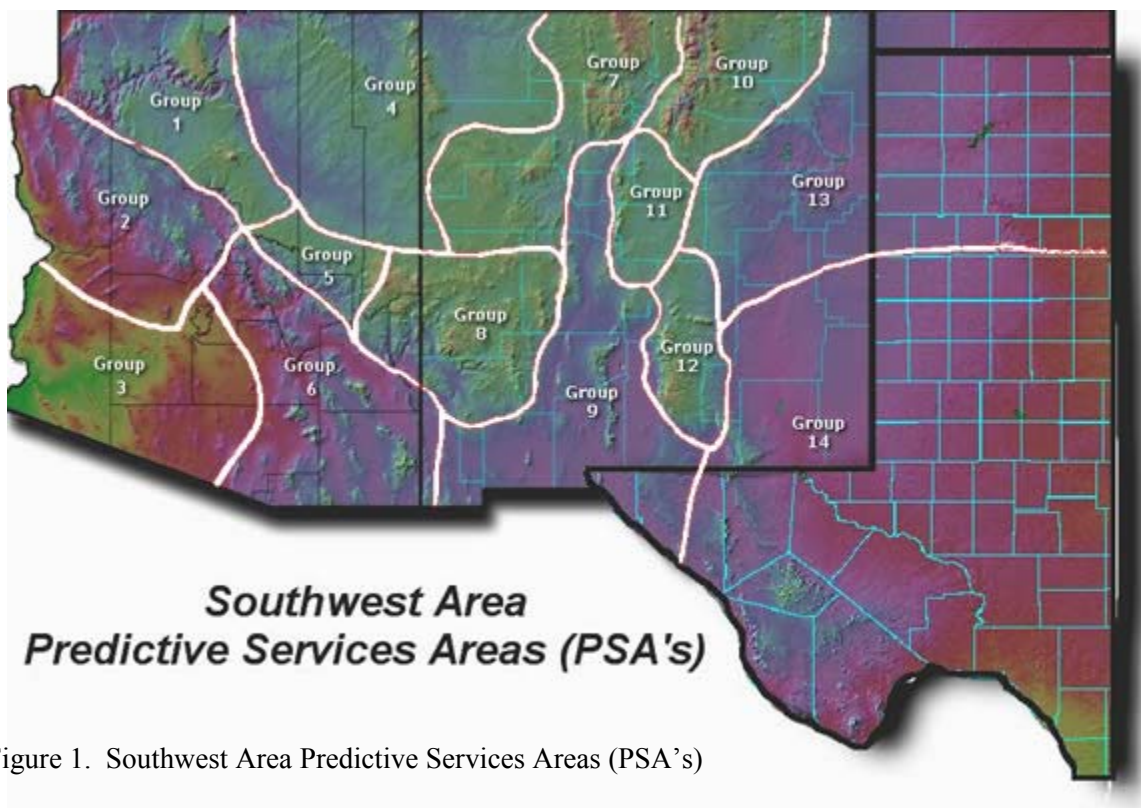


Figure 1. Southwest Area Predictive Services Areas (PSA's)

Predictive Service Areas - by group numbers

1. Northern Arizona
2. Western Arizona
3. Southwestern Arizona
4. Northeastern Arizona/Northwestern New Mexico
5. Central Arizona
6. Southeastern Arizona
7. Continental Divide and Jemez Mountains
8. Western New Mexico and Eastern Arizona
9. Southwestern New Mexico and Rio Grande Valley
10. North-Central Mountains of New Mexico
11. Central Mountains of New Mexico
12. South-Central Mountains of New Mexico
13. Northeastern New Mexico and Northwestern Texas
14. Southeastern New Mexico and Southwestern Texas

The Predictive Services Group posts the ERC charts March through October, Tuesdays and Fridays by 1600 until the ERCs in all PSAs fall below the 90<sup>th</sup> percentile and the monsoons are established per their criteria. They can be accessed on the Internet at: [www.fs.fed.fs/fire/](http://www.fs.fed.fs/fire/). Once there navigate to: Predictive Services; Fire Outlooks; Weekly; and then click on the PSA of choice.

These charts display the historical and current ERCs for the PSA, as well as, the 10-day ERC forecast. An example ERC chart is displayed below in Chart 1.

Use of the following ERC Table is recommended across the Southwestern Area even though units may (appropriately) use other fuel models for other purposes (Pocket cards, adjective ratings, etc.). Use of the G model best predicts long-term fire potential and is subjected less to daily changes in weather. This will provide more consistency across the region for restrictions/closures purposes.

Chart 1. Energy Release Component Graph

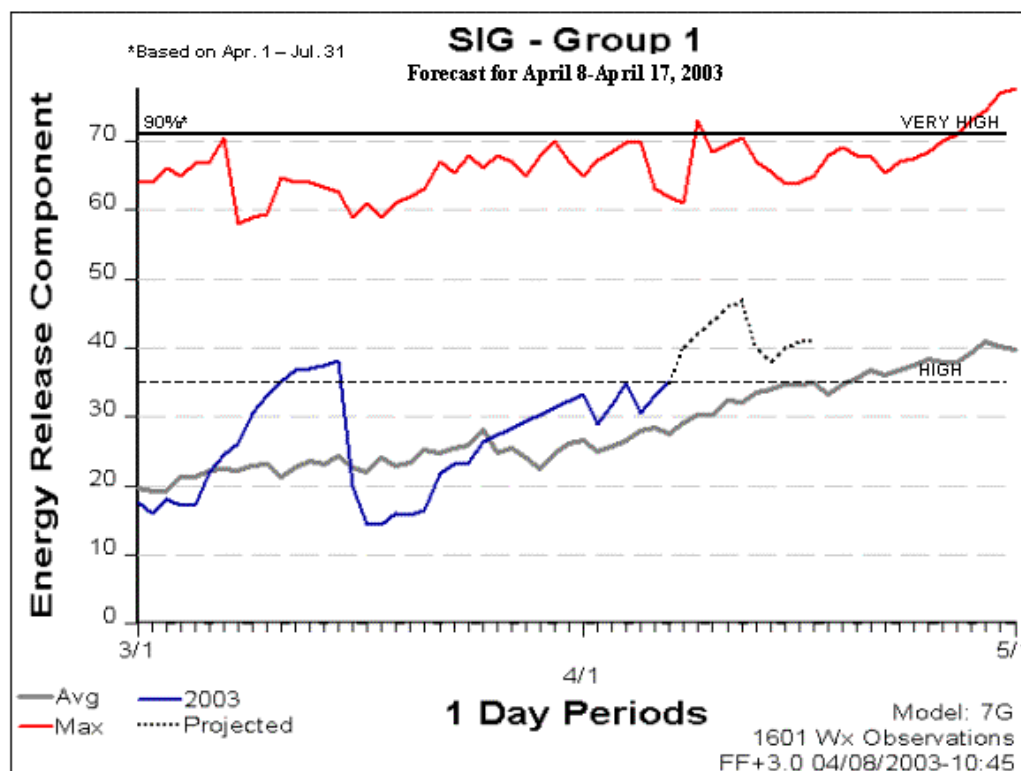


Table 1. Energy Release Component Value (G-Model)

Percentile Value		1/2 90th %		90th %	97th %
Southwest Area Preparedness Levels <sup>1</sup>	Levels 1&2	Level 3-	Level 3+	Level 4	Level 5
<b>*Predictive Service Areas</b>	<i>Energy Release Components</i>				
1	18	36	53	71	82
2	24	48	71	95	102
3	24	49	73	97	101
4	19	38	56	75	85
5	19	39	58	77	87
6	23	45	68	90	98
7	19	38	57	76	87
8	20	39	59	78	91
9	24	48	72	96	103
10	18	35	53	70	83
11	20	39	59	78	87
12	18	36	53	71	79
13	16	32	47	63	73
14	20	40	60	80	89

The ERC levels above, when combined with the predicted 10-day ERC forecast are recommended indicator levels to consider various fire restrictions and/or closures for fuel model G. An example follows.

#### ERC Calculation Example:

Assumption: PSA #1.

	Example 1	Example 2
ERC	68	74
10-day ERC Forecast	Up	Down

The ERC table displays that an ERC of 71 is the threshold to move from one level of restriction to a higher level. In this example:

Example 1 –Consider moving into restrictions as the 10-day forecast trends upward.

Example 2 –Consider the other indicators on page 9 before going into restrictions.

<sup>1</sup> Refer to Figure 1 for the map and descriptions of Predictive Service Areas

The Predictive Services Group will work in partnership with the wildland agency partners to determine the effectiveness of these values for restriction/closure consistency.

Remote Automated Weather Stations (RAWS) are used to collect the weather data in each of the PSA's. The precise location of a weather station is very important in order to collect data that accurately represents the PSA. Monitoring data on a regular basis will help to identify when a problem in the data collection may exist. Accurate RAWS data and daily National Fire Danger Rating System (NFDRS) inputs are essential for ERC calculations and resultant decisions on restrictions and/or closures.

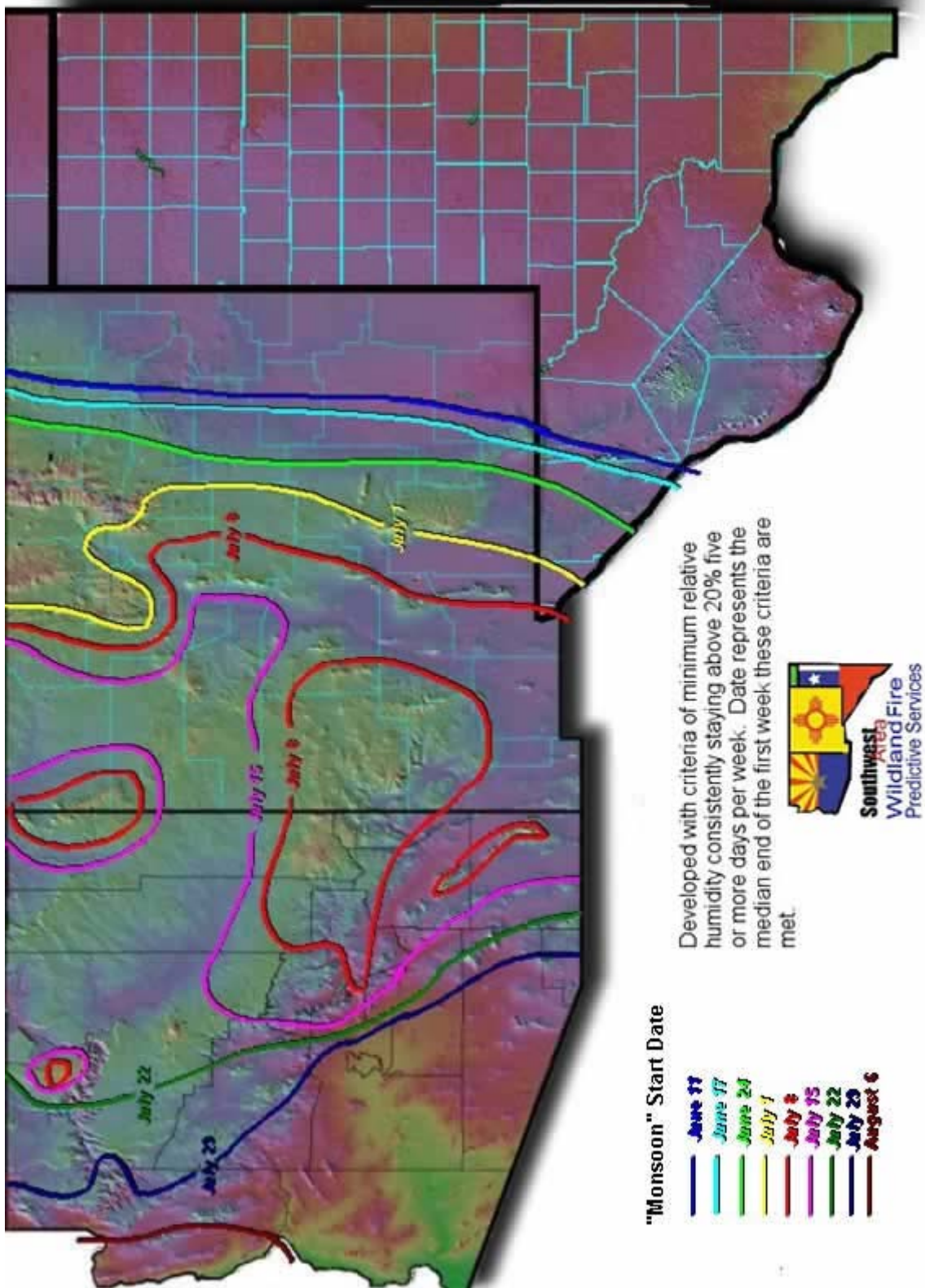


Figure 2. "Monsoon" Start Date

## **4. PROGRESSION OF RESTRICTIONS AND CLOSURES**

*Potentially limited activities, size and scope of restrictions and closures, length of time, closures, exemptions, and rescinding fire restrictions and closures*

## 4. Progression of Restrictions and Closures

The progression from “no restrictions” to “restrictions” to “partial closure” to “full closure” should be viewed as a continuum. As fire danger and/or fire preparedness level changes, the jurisdictional agency evaluates risks and compares those risks to the potential costs and benefits of imposing varying degrees of restrictions and/or closures.

Each order developed involves implementation of progressively more limiting restrictions. Orders may include a combination of restricted activities and progressively be cumulative in nature—that is, more limiting orders may continue to implement restrictions developed earlier in the fire season, while geographic area closures continue to implement all previously developed restrictions, as appropriate. Within each order, the agencies have the option of adding controls to the restrictions and/or closures that are appropriate for the circumstances and that will best meet the fire restriction or closure objectives.

### A. Potentially Limited Activities

The following general options will help agencies determine what activities of restriction/closure will be limited. These activities are typically limited when there is an increasing fire danger and/or an increasing preparedness level.

Early restrictions are aimed at preventing the start of wildfires based on human activities that are known to be high risk, specifically: smoking, campfires, and fireworks.

**Option 1:** No smoking outside of vehicles, or buildings. No open campfires outside of developed sites. No fireworks.

As the risks increase, the agencies may choose to restrict additional activities and place more restrictions on activities addressed in previous orders. This version intensifies the restrictions from prior orders by focusing on activities that have a relatively high risk of causing a fire start.

These activities will affect forest users and will have additional economic impacts to contractors, permittees, and others. Therefore, limiting these activities may involve a consideration of decision checklist questions.

**Option 2:** In addition to the agency’s prior restriction, prohibitions for explosives, chainsaws or other internal combustion engines (possibly during certain hours), welding, and using a motor vehicle off forest development roads. The order may require the use of approved spark arresters.

### B. Size and Scope of Restrictions and Closures

Restrictions or closures should be implemented on the smallest geographic scale to affect the fewest number of people that will meet the need for and objectives of the restriction/closure. This balancing of benefits and costs is based on: carefully defining the need for the restrictions; the risks faced by the agency; the potential benefits of the restriction/closure; and the cost to the public, permit holders, and contractors, as well as the cost of implementation.

## **Special Considerations**

Tribal treaty rights must be considered. Also, every restriction or closure must consider the right of access to private property and other outstanding private property rights.

## **Identifiable Area Boundaries**

For ease of implementation and interagency coordination, a restriction or closure should be designed to cover an easily identifiable, logical geographic area. This may be a county, ranger district, park boundary, a watershed, or an area bounded by specified roads or topographic features.

All closures should be accompanied by a high-quality map clearly delineating the boundaries of the closure in such a manner that the public can readily locate those boundaries on the ground. As enforcement is a key component of every closure, the boundaries must be designed to facilitate compliance enforcement.

## **Multiple Area Restrictions**

Various orders might be in effect in more than one specified area across the landscape. However, before making the decision to implement more than one specific restriction at a time on the landscape, there needs to be careful consideration of the potential for confusion and for potential effects on public and forest users.

Small geographic extent restriction could be used when needed specifically for public or firefighter safety. An example would be to close the area within and around a wildfire, including the estimated maximum burned area per the Wildland Fire Situation Analysis (WFSA).

## **Other Options to Consider**

An order may include the following to allow certain recreation activities:

- Allow day use only.
- Allow day use only at developed recreation sites.
- Allow overnight use in wilderness and parking at designated trailheads.
- Allow overnight use only in developed campgrounds.
- Allow overnight use only in developed campgrounds with full-time hosts.
- Allow day/overnight use in specified areas that are easy to patrol and monitor.
- Allow use only in developed sites along county/state highways.
- Allow only agricultural burning in certain areas or counties.
- Allow fireworks where they are part of a public exhibit approved by the fire department.
- Allow fires in wood or charcoal stoves or grills within yards associated with a residence or on the premises of a business.
- Allow fires in cooking or heating devices if the fuel is kerosene, white gas, or propane.

## C. Length of Time

Orders should only be considered with regard to long-term risks. It is important to avoid the appearance of constantly changing the activities that are limited in restrictions. Once a decision has been reached that an order is appropriate, then that order should remain in place until the danger has clearly passed. A short-term change in weather may give the appearance that the risk has passed, but if followed by a warm dry trend, the risks could again accelerate. While it is not prudent to impose more severe restrictions than are warranted, the evaluation of risk should be made over an extended timeframe.

When an order is no longer needed based on the risk assessment and evaluation indicates the danger has passed for the foreseeable future, the order may be reduced to a less limiting restriction by implementing a new, supplemental, or modified order. In many instances, it will be more appropriate to phase out of restrictions, rather than immediately dropping to no restrictions.

## D. Closures

Closures can vary from the partial closure of specific areas of the unit to full closure of the agency's jurisdictional areas. Closures are selected when the ability to mitigate risks using earlier restrictions are no longer viable. The social, economic, and political impacts of implementing full or partial closures at this point are outweighed by the benefits associated with virtually eliminating the potential for human caused fire starts.

***Partial Closure Option:*** Partial unit closure, with very few exemptions (as detailed in the agency/ state/ tribal closure order).

***Full Closure Option:*** Full unit closures, with very few exemptions (as detailed in the agency/ state/ tribal closure order).

## E. Exemptions

Exemptions should be managed and mitigated according to risks and benefits. The orders need to progressively focus on those members of the public and activities for which there is the least amount of active control. This could force restrictions upon activities of the general public before activities occurring under contract or permit are restricted.

The rationale used by agencies for granting or denying exemptions should be documented in writing. Exemptions will be authorized through the individual agency or tribal procedures. This information can be found in Appendices F and I.

## F. Rescinding Fire Restrictions and Closures

Rescinding orders will usually occur rapidly based on the establishment of the monsoons. Use of ERC tables is not the only factor to consider when rescinding restrictions. With the onset of sufficient moisture, use of the other four subjective criteria, coordination with adjoining PSA units, and interagency cooperators during the establishment of the monsoons will help achieve desired consistent messages for the public.

The same coordination that takes place among interagency partners when implementing the restriction process should be adhered to in the rescission process. Occasionally, an agency is ready to remove fire restrictions and other adjacent cooperators may not have received sufficient moisture or are faced with political considerations that keep them in a level of fire restriction. Communicate clearly in your press releases the reasons for these differences in agency actions.

Identify a point of contact for those cooperators for further information.

## **5. DEVELOPING AN ORDER**

## 5. Developing an Order

Regulations and authorities vary between agencies, therefore, the approach to identify and implement restriction or closure strategies will vary. This includes: the development steps, communication planning, and coordination with interagency partners.

Because of the emergency nature of fire restrictions or closures, some steps in the process may be shortened or delayed. The agency will have the appropriate agency administrators sign the order. The agency will then distribute the order to their Public Affairs office and send an electronic copy to the Southwest Area restriction/closure coordinator at: [swa\\_restrictions@yahoo.com](mailto:swa_restrictions@yahoo.com)

Order templates for each agency can be found in Appendix E.

## **6. COORDINATION and COMMUNICATION STRATEGY**

*Pre-decisional Coordination, Post-decisional  
Communication and Sample Communication Plan*

## **6. Coordination and Communication Strategy**

### **A. Pre-Decisional Coordination**

Coordination is fundamental to compliance and support of fire restrictions and/or closures. Discuss your intentions with other units within your zone. When you have an anticipated restriction or closure date, send an email message with your intended date to the Southwest Area restriction/closure coordinator for distribution to other agencies and tribes.

Before implementing fire restrictions and/or closures, agency personnel need to develop a list of individuals to consult with, or to notify of, the impending restrictions and/or closures. A list of potential internal and external contacts is found in Exhibit B.

Communication planning involves making decisions about program goals and objectives, identifying key audiences, and determining strategies to achieve overall program objectives. Although each situation requires specifically tailored elements, the overall approach is similar. Common steps include:

- Defining program goals and objectives.
- Determining where to invest time, energy, and talent.
- Preparing action plans to achieve specific objectives.
- Determining the communication necessary to achieve understanding and commitment.
- Securing agreement among all key people on who and what needs to be committed to the effort.
- Internal and external communication should be addressed in the plan.
- Refer to the sample communication plan in Exhibit C for assistance with the development of a communication plan.

# **Exhibit B**

## **Potential Internal and External Contacts**

### **Potential Internal Contacts**

- A. Aviation and Fire Management
  - Fire Operations
  - Fuels Management/Prevention
- B. Law Enforcement and Investigations
  - Special Agent in Charge
  - Chief Ranger
  - Law Enforcement Rangers
- C. Range, Recreation, Wilderness, and Heritage Staff
- D. External Affairs and Congressional Liaisons
- E. Contracting and Acquisition Management
- F. Oil, Gas, and Minerals
  - Geologists
- G. Lands Special Uses
  - Grants and Special Uses
- H. Timber
  - Timber Sales Administration
- I. Office of the General Counselor or Solicitor

## Potential External Contacts

- Regional and State Office and local public land, refuge, park and forest management units, State Forestry District Office, and local fire departments.
- Fire management staff and appropriate fire dispatch center
- Southwest Area Interagency Coordination Center – Fire Information
- BLM, BIA, USF&WS, DOE, NPS, USFS, AZ State Land Department, and NM State Forestry Division.
- Public Land Information Centers
- Tribes
- Researchers
- Congressional members
- Governors Office
- State officials and land and resource agencies
- Emergency Management Office
- State parks
- Transportation departments
- State wildlife agencies
- County and city officials
- General public
- Private landowners
- Commercial interests
- Vendors
- Chambers of Commerce
- Visitor and Convention Centers
- Permittees and contractors
- Grazing permittees
- Oil and gas lessees
- Special use permittees (utility, research, outfitter guides, lodges, resorts, etc.)
- Timber Sale contractors
- Construction contractors
- Service contractors
- Supply contractors

- Mining operators
- Concessionaires
- Cooperators and volunteers
- Non-Government interest groups and partners

# Exhibit C

## Sample Communication Plan

### COMMUNICATION STRATEGY

#### AREA CLOSURES

##### Communication Objectives

- A. Inform the internal and external audiences that closures are in place.
- B. Maintain or enhance the credibility of agency managers in providing for public safety, resources, property, and firefighter safety.
- C. Maintain or enhance cooperative relationships among affected agencies.
- D. Emphasize the areas that are OPEN to minimize impact to economy.
- E. Keep the message alive until closures are lifted.
- F. Maintain excellent documentation.

##### Key Messages

- The issues taken into consideration when determining whether or not to close an area are: 1) the ERC and 10-day ERC forecast; 2) risk to firefighters and public safety; 3) ongoing fire activity and suppression resource availability; 4) social, political, and economic impacts; and 5) recreation use.
- The closure area will reopen when the appropriate land managers determine that a significant amount of widespread rain has significantly reduced the risk of wildfire to a manageable level and that hot, dry conditions will not quickly return.
- Closing an area is not as simple as closing a gate. Closures are logistically complex and take time to implement.
- Closing a public use area is an extreme last resort fire prevention tool. Restrictions are only effective in reducing the occurrence of fire. Recent fire behavior demonstrates that the catastrophic risk has increased.
- Closures are not guarantees against wildfires, but they do reduce the chances more than fire restrictions.
- It costs about \$7 thousand a day to close public land. It costs about \$250 thousand to \$1 million a day to fight a wildfire.

##### Examples

- During the 1996 area closures (May 22 – July 8), there were 16 human caused fires on the Coconino National Forest in Arizona. During the 2000 closures (June 8 – June 27), there were two human caused fires. The 10-year average for late May to mid-July is 80 human caused fires.
- Approximately XXXX percent of the area remains OPEN!
- Fines for violating the area closure are a minimum of \$100 and a maximum of \$5,000. (Will vary by individual agency)

### **Monitoring Results**

This communication strategy is one of the tools an agency can employ as a step toward fire prevention. Success will be measured by: 1) number of citations issued; 2) number of human caused fire starts (campfires); and 3) satisfaction by the other agencies and partners that they are informed and have sufficient tools to assist in informing the public and enforcing the closures.

### **Examples of Information Team Roles**

- Incident Commander

These other positions may be filled internally or externally through other agencies:

- Information Team Leader
- Information Center Manager
- Key Support and Center Staff
- Prevention Specialist

### Tasks List for Communication Plan

<i>Task</i>	<i>Person</i>	<i>Date</i>	<i>Com. Objective(s)</i>
Draft and finalize news release			A-D
Prepare press kits			A-F
Prepare maps			A-F
Host press conference and fax press release state-wide immediately following			A-D
Set up and staff information center			
Distribute closure info to community			A-F
Phone calls to key partners/permittees			A-C
Distribute news release internally and externally (include RO, state-wide prevention teams, other agency PAOs, Congressionals, etc.)			A-C
Make copies (per contact list) of flyers/maps/etc.			
Draft and finalize talking points			A-F
Draft and finalize Flyers			A-F
Coordinate with agency and local law enforcement to establish criteria for whom to call for closure violations			B, C

<b><i>Task</i></b>	<b><i>Person</i></b>	<b><i>Date</i></b>	<b><i>Com. Objective(s)</i></b>
Clip and file all news articles	Info. Center Staff	Daily	E
Maintain and file all phone logs	Info. Center Staff	Daily	E
Check Agency, and SWICC web sites for accurate updates	Info. Center Staff	Daily	E
Answer phone calls, distribute info. to public/media	Info. Center Staff	Daily	A-F
Staff Info. Center 0700-2200	Info. Center Staff	Daily	A-F
Maintain schedule of people and duties	Lead IO/Center Mgr.	Daily/Weekly	F
Daily Briefings	Lead IO	Daily	F
Keep IC/Manager informed of any potential adverse reaction from public	Lead IO	As needed	A-C
Maintain unit log (ICS form 214) and running narrative of Info. Center operations	Center IO	Daily	F
Manage electronic and hard copy documentation files	All	Daily	F
Arrange for media interviews	Lead and Center IO	As needed	A-F

### Community Contact Log for Communication Plan- Example

<i>Point of Contact</i>	<i>Contacted By</i>	<i>Date</i>
<b>Gyms and Fitness Centers</b>		
<b>Video Stores</b>		
<b>Sporting Goods Stores:</b>		
<b>Airports, Bus Depots and Train Stations</b>		
<b>Grocery Stores</b>		
<b>Youth Hostels</b>		
<b>Hotels and Motels</b>		
<b>Car Rental Agencies</b>		
<b>Shopping malls</b>		
<b>Plant Nurseries</b>		
<b>Superstores</b>		
<b>Farm 'n Feed</b>		
<b>Book Stores</b>		
<b>Gas stations</b>		
<b>Chamber and Visitor Centers</b>		
<b>Public Lands Information Centers</b>		
<b>Public Utility Companies</b>		
<b>Sheriff and Police Departments</b>		
<b>Service Groups</b>		
<b>Private Campgrounds</b>		
<b>Community Churches</b>		

## **B. Post-Decisional Communication**

When you have a signed restriction or closure order, implement your communication plan notification strategies. Work closely with your public affairs office to make sure all those interested and affected by the decision are notified.

Send the Southwest Area restriction/closure coordinator electronic copies of the following:

- Restriction and/or Closure Order
- Any accompanying maps
- Restriction and/or Closure Press Release

at: [swa\\_restrictions@yahoo.com](mailto:swa_restrictions@yahoo.com)



## **7. IMPLEMENTATION**



## **7. Implementation**

Once the decision has been made to implement a restriction or closure, many activities, groups and individuals may be affected. Appendix F gives agency specific direction regarding how to address exceptions and authorized uses.

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With appreciation to the US Forest Service for their *Fire Restrictions & Closures Toolbox* which served as a guide for this document.